



Denise Juneau, Superintendent  
Office of Public Instruction  
Accreditation Division  
PO Box 202501  
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## JOB ASSIGNMENT CODES-ACCREDITATION

2009-2010 School Year

### DISTRICT Level Job Assignment Codes

#### Curriculum Coordinator

AD39 Curriculum Coordinator

#### District Administrative

AD20 Activities Coordinator (Incl. Evaluation Duties)  
AD33 Assistant Administrator (Class 3)  
AD40 Special Education Director  
Personnel certified with a class 3 administrative license with special education endorsement and who direct & manage the operation of a special education program at the school district or school level, including professional management, administrative, supervisory, and/or ancillary services.  
NS06 Program Coordinator (Incl. Evaluation Duties)

#### Superintendent

AD31 Superintendent  
AD32 Assistant Superintendent

### SCHOOL Level Job Assignment Codes

#### Agriculture

AG05 Gen Ag  
AG06 Agriculture/Shop/Welding  
AG07 Horticulture

#### Arts

FA01 Art  
FA02 Drama  
FA03 Music  
FA05 AP Art: History  
FA06 AP Studio Art: 2D Design  
FA07 AP Studio Art: Drawing  
FA08 AP Music Theory  
FA09 AP Studio Art: 3D Design

#### At Risk

AR01 At Risk

#### Building Administrative

AD34 Principal  
AD35 Assistant Principal (Requires Principal Endorsement)  
AD38 Administrative Intern (BPE/OPI Approved)

#### Business

BU01 Bus Math  
BU02 Bus Communications  
BU03 Computer Applications  
BU04 Keyboard/Wordprocessing  
BU05 Multi-Media Development  
BU06 Accounting  
BU07 Bus Law  
BU08 Gen Business

#### Business

BU09 Marketing

#### Career Education

CR01 Career Ed

#### Computer

CP01 Computer Science (Programming)  
CP02 General Computer Education  
CP03 AP Computer Science A  
CP04 AP Computer Science AB

#### Consumer Education

CE01 Consumer Ed

#### Cooperative Vocational Education

CV01 Cooperative Voc Ed

#### Distance Learning

DL01 Teacher/Distance Learning  
DL02 Facilitator/Distance Learning

#### Distributive Education

DE01 Distributive Education

#### Elementary Education

EL01 Elementary Self-contained (only)

#### English

EN01 English/Language Arts  
EN02 Reading  
EN03 Speech  
EN04 Journalism  
EN05 English As Second Language  
EN06 AP English Lang & Composition  
EN07 AP English Literature & Composition

#### Family and Consumer Science

HE03 Family/Consumer Sciences

#### Gifted and Talented

GT01 Gifted & Talented

#### Health Enhancement

HL01 Health (only)  
HL02 Phys Ed (only)  
HL03 Health/Physical Education  
HL04 Adaptive Physical Education  
Physical education teacher who provides special physical education, adaptive physical education, movement education, or motor development to children with disabilities.

#### Industrial/Technology Education

IT01 Automotive Technology  
IT02 Welding  
IT03 General Shop  
IT04 Drafting  
IT05 Building Trades  
IT06 Metal Working/Welding

#### Industrial/Technology Education

IT07 Electronics  
IT08 Graphic Arts  
IT09 Machine Shop  
IT10 Health Occupations  
IT11 Theatre Arts  
IT12 Film & TV Production  
IT13 Communications Technology  
IT14 Engineering Technology  
IT20 Small Engines  
IT21 Power Mechanics  
IT22 Aviation

#### Instructional Paraprofessional

PP01 Instructional Paraprofessional  
School or district personnel, other than special education personnel, who are not funded with federal Title I monies and whose positions are instructional in nature and who work under the supervision of teachers or other professional practitioners who are responsible for: a) the design, implementation, and assessment of learner progress, and b) the evaluation of the effectiveness of learning programs and related services for children. Instructional paraprofessionals include: Bilingual aides, Computer aides, Teaching assistants, and Tutors. For Job Assignment Codes for Special Education Instructional Paraprofessionals and Title I Instructional Paraprofessionals, please refer to job codes SE25, SE26, and PP02.

PP02 Title I Instructional Paraprofessional  
School or district personnel, other than special education personnel, who are funded with federal Title I monies and whose positions are instructional in nature and who work under the supervision of teachers or other professional practitioners who are responsible for: a) the design, implementation, and assessment of learner progress, and b) evaluation of the effectiveness of learning programs and related services for children. Instructional paraprofessionals include: Bilingual aides, Computer aides, Teaching assistants, and Tutors.

For assistance visit our web site at: <http://www.opi.mt.gov/adcc/index.html> or call (406) 444-4050.



## JOB ASSIGNMENT CODES-ACCREDITATION

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### Instructional Paraprofessional

- PP03 Bilingual/ESL Instructional Paraprofessional  
School or district personnel who are bilingual aides or aides for English as a Second Language programs and whose positions are instructional in nature and who work under the supervision of teachers or other professional practitioners who are responsible for:  
a) the design, implementation, and assessment of learner progress, and  
b) evaluation of the effectiveness of learning programs and related services for children.  
If a bilingual or ESL aide is paid with Title I monies, report the instructional aide as a PP02 rather than a PP03.
- PP04 Facilitator/ Distance Learning (Paraprofessional)  
School or district personnel who are facilitators for classes in which instruction is provided by licensed teachers employed by registered distance learning providers. They may take attendance, proctor examinations, collect homework, or perform other class monitoring duties; they do not need an educator license.

### Librarian/Media Specialist

- SP22 Librarian/Media Specialist

### Mathematics

- MH05 Math  
MH06 AP Calculus AB  
MH07 AP Calculus BC  
MH08 AP Statistics

### Natural Science

- NS01 Gen Sci  
NS02 Bio/Physiology  
NS03 Chemistry  
NS04 Physics  
NS05 Earth Sci  
NS06 Life Sci  
NS07 Phys Sci  
NS08 AP Biology  
NS09 AP Chemistry  
NS10 AP Environmental Science  
NS11 AP Physics B  
NS12 AP Physics C: Elec. & Magnet.  
NS13 AP Physics C: Mechanics

### Other FTE

- DC01 Department Chairperson  
OT Other (Instructional)  
PC10 Program Coordinator (Requires Cert.)  
SH Study Hall  
SP23 School Psychologist, General Education

### Other FTE

- SP69 School Nurse - General Education  
Personnel licensed by the Board of Nursing who are assigned to provide nursing services for all students.

### Prep

- PT Prep

### School Counselor

- SP20 School Counselor Intern, General Education (BPE/OPI Approved)  
SP21 School Counselor, General Education  
SP27 School Counselor, Special Education  
Certified professional who guides children with disabilities, their families, groups, and communities by assisting them in problem-solving, decision-making, discovering meaning, and articulating goals related to personal, educational and career development.

### Social Science

- SS01 Civics/Government  
SS02 Geography  
SS03 History  
SS04 Economics  
SS05 Psychology  
SS06 Political Sci  
SS07 Sociology  
SS08 General Social Science  
SS09 AP Economics Macro  
SS10 AP Economics Micro  
SS11 AP European History  
SS12 AP Government: Politics Comp  
SS13 AP Government: Politics US  
SS14 AP Human Geography  
SS15 AP Psychology  
SS16 AP US History  
SS17 AP World History  
SS18 Native American Studies

### Special Education

- SE02 Special Education Teacher - Not Sole Provider  
Elementary - not provider of instruction for more than 60% of any child's day.  
Secondary - not teacher of record
- SE03 Special Ed Intern (BPE/OPI Approved) - Not Sole Provider  
Applies to special education teachers who are working on their special education endorsement through OPI's Special Education Endorsement Project.  
Elementary - not provider of instruction for more than 60% of any child's day.  
Secondary - not teacher of record

### Special Education

- SE04 Special Education Teacher - Sole Provider  
Elementary level: a special education teacher who is the sole instructor to any student for 60% or more of the school day in grades PK-8.  
Secondary level: a teacher who is teaching a secondary level core academic class(es) without input from another teacher who meets the federal HQ requirements in that core academic subject. "Secondary level core academic class(es)" means any setting in which organized instruction of core academic content is provided to one or more students who are receiving credit for class toward graduation.
- SE05 Special Ed Intern (BPE/OPI Approved) - Sole Provider  
Applies to special education teachers who are working on their special education endorsement through OPI's Special Education Endorsement Project.  
Elementary level: a special education teacher who is the sole instructor to any student for 60% or more of the school day in grades PK-8.  
Secondary level: a teacher who is teaching a secondary level core academic class(es) without input from another teacher who meets the federal HQ requirements in that core academic subject. "Secondary level core academic class(es)" means any setting in which organized instruction of core academic content is provided to one or more students who are receiving credit for class toward graduation.
- SE10 Audiologist  
Licensed professional who identifies children with hearing loss; determines range, nature, and degree of hearing loss; provides habilitative activities; creates & administers programs for prevention of hearing loss; counsels & guides children, parents, and teachers regarding hearing loss; determines children's needs; and selects & fits appropriate aids & evaluates effectiveness of amplification.
- SE13 Diagnostic/Eval Staff  
Certified, licensed or otherwise qualified professionals who are responsible for determining whether a child has a disability and the nature and extent of the special education and related services that the child needs.
- SE16 Interpreter  
A qualified person who provides services to children who are deaf or heard of hearing, including oral transliteration services, cued language transliteration services, and sign language interpreting services.



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### Special Education

- SE19 Other Non-Professional Staff, Special Education  
Other personnel who are not included in any other special education personnel category and who do not hold a baccalaureate degree (e.g., mobility or behavior paraprofessionals).
- SE22 Occupational Therapist  
Licensed professional who improves, develops or restores functions impaired or lost through illness, injury, or deprivation; improves ability to perform tasks for independent functioning; and prevents, through early intervention, initial and further impairment or loss of function.
- SE24 Office/Clerical Staff, Special Education  
Personnel who perform the activities of preparing, transferring, transcribing, systematizing, or preserving communications, records, and transactions.
- SE25 Special Education Instructional Paraprofessional  
Personnel assigned to provide instructional support, including: (1) one-on-one tutoring if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher, (2) assistance with classroom management, such as organizing instructional and other materials, (3) instructional assistance in a computer laboratory, (4) parental involvement activities, (5) support in a library or media center, (6) act as a translator, or (7) instructional support services under the direct supervision of a teacher.
- SE28 Physical Therapist  
Licensed professional who provides screening, evaluation, & assessment of children to identify movement dysfunction; obtains, interprets, & integrates information to prevent, alleviate, or compensate for movement dysfunction & related problems; and provides individual and group services or treatment.
- SE31 Other Professional Staff, Special Education  
Other personnel who perform assignments requiring a high degree of knowledge and skills usually acquired through at least a baccalaureate degree but not necessarily requiring skills in the field of education (e.g., autism specialist, behavior specialist), and who work or serve children with disabilities.

### Special Education

- SE34 Recreation and Therapeutic Recreation Specialist  
Qualified person who provides assessment of leisure function, therapeutic recreation services, recreation programs in schools and community agencies, and leisure education.
- SE40 Speech-Language Pathologist  
Licensed professional who identifies, diagnoses, & appraises children with speech or language impairments; refers children for medical or other professional attention necessary for habilitation; provides speech and language services for habilitation or prevention; and counsels and guides parents, children and teachers.
- SE49 Occupational Therapy Aide  
Personnel who assist in the practice of occupational therapy under the supervision of a licensed occupational therapist or occupational therapy assistant and whose activities require an understanding of occupational therapy but do not require professional or advanced training in the basic anatomical, biological, psychological, and social sciences involved in the practice of occupational therapy.
- SE53 Occupational Therapy Assistant  
Personnel who are licensed to assist in the practice of occupational therapy and who work under the general supervision of a licensed occupational therapist.
- SE57 Personal Care Paraprofessional  
Personnel assigned to assist with the personal care activities of daily living for students with disabilities while at school (e.g., dressing, grooming, toileting, transfer, eating, walking, bus escort, etc.).
- SE61 Physical Therapy Aide  
Personnel who aide in the practice of physical therapy, whose activities require on-the-job training, and who are supervised by a licensed physical therapist or licensed physical therapist assistant.
- SE65 Physical Therapy Assistant  
Personnel who are licensed to assist a physical therapist in the practice of physical therapy, and who are supervised by a licensed physical therapist.

### Special Education

- SE69 School Nurse, Special Education  
Licensed personnel who provide nursing services designed to enable a child with a disability to receive a free appropriate public education as described in the child's individualized education program (IEP), with the exception of medical devices that are surgically implanted (e.g., cochlear implants).
- SE73 Speech-Language Pathology Aide  
Personnel who are registered as speech aides with the Board of Speech-Language Pathologists and Audiologists and who assist with the provision of speech-language services under the supervision of a licensed speech-language pathologist.

### Title 1

- CH01 Remedial Mathematics (only)  
CH02 Remedial Reading (only)  
CH03 Remedial Lang Arts (only)  
CH04 All Title I

### Traffic Education

- TE01 Traffic Education

### Vocational Education

- SE37 Rehabilitation Counselor  
Qualified professional who provides services to students with disabilities in individual or group sessions that focus specifically on career development, employment preparation, achieving independence, and integration in the workplace and community.
- SE43 Vocational Ed Teacher, Special Education  
A certified teacher who provides organized educational programs that are directly related to the preparation of students with disabilities for paid or unpaid employment, or for additional preparation for a career requiring other than a baccalaureate or advanced degree (e.g., industrial arts, consumer and homemaking education programs).
- SE46 Work Study Coordinator  
Personnel who plan and conduct special education work-study programs, confer with school and community personnel to impart information about the program, and coordinate program functions with related activities.

### World Languages

- FL01 French  
FL02 German  
FL03 Latin  
FL04 Spanish  
FL05 Russian  
FL06 Native American Lang



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### World Languages

FL07 Japanese  
FL08 Italian  
FL09 AP French: Language  
FL10 AP French: Literature  
FL11 AP German: Language  
FL12 AP Latin: Literature  
FL13 AP Latin: Virgil  
FL14 AP Spanish: Language  
FL15 AP Spanish: Literature